



## Arizona Department of Education

Policy Name	Vendors Role in ADE Grant Management Process		
Date Approved		Approved By	<b>Kathy Hoffman</b> Arizona Superintendent of Public Instruction
Date Updated	N/A		

### Audience

This policy pertains to Local Education Agencies.

### Purpose

The purpose of this policy is to clarify vendors' roles in the grants management process.

### Overview

ADE is charged with reviewing, approving, and monitoring the use of funds for state and federal grants. It is the responsibility of ADE to ensure all requirements are met and expenditures are allowable, allocable, and reasonable and to support and provide technical assistance to LEAs applying for eligible funds. This policy is intended to ensure that ADE can provide the necessary supports directly to LEAs and LEA representatives. This policy addresses LEAs who utilize outside vendors, and the extent to which vendors can act on behalf of LEAs.

### Policy

LEAs may have vendors assist in the grant process and subsequent communications with ADE, but ADE's expectations are that the LEA takes full responsibility for the grant application, use of funds, and accountability tied to the application. While LEAs may use vendors (non-LEA employees) for technical support and other assistance throughout the grant application process, ADE's expectation is that an individual with LEA decision making authority represents the LEA when communicating with ADE regarding grants.

The LEA must maintain involvement throughout the grants process, including answering questions, including issues of concerns, revision, or otherwise. Vendors' shall not be the only communicator on the grant applications. The vendor may not submit General



## Arizona Department of Education

Statements of Assurances (GSAs) or other legally binding documents to ADE on behalf of the LEA.

If a vendor is being paid with State or Federal funding, the contract with the vendor must dictate the amount paid and outline services being provided in a scope of work. ADE reserves the right to review this at any time. It is the LEAs overall responsibility to assure completion reports (CR) are being done correctly and timely. The vendor may complete and submit CRs on LEAs behalf. The LEA must have oversight of all reimbursement requests (RR). The vendor may submit RRs on LEAs behalf.

Additionally, the vendor **may not** hold the LEA Authorized Representative role and submit/approve grant funding applications on behalf of the LEA. A minimum of two LEA staff must hold the LEA User Access Administrator role. Vendors are permitted to have this role only in addition to the LEA users holding this role. The vendor shall not have the LEA Entity Authorized Signer role in GME or represent themselves as the Entity's legal representative. The LEA shall be involved in all steps of monitoring progress and responsible for signing off on all monitoring activities and including creating a corrective action plan (CAP), when applicable.